EELIAS:
NATIONAL RESOURCE CENTERS (NRC)
FREQUENTLY ASKED QUESTIONS

We have developed this F.A.Q. to address the questions we have been receiving about EELIAS. As additional questions come to our attention we will add them to the Website.

GENERAL:

1. Q: What happens if we miss the April 2nd deadline?

   A: We strongly encourage grantees to submit all of their information by the deadline. The system has a “lock-out" feature which means if you miss the deadline, you will need to contact your program officer after April 2 to have access to your file reinstated.

2. Q: If we follow the listed reporting period dates, we’ll be reporting on only 7.5 months the first year, 12 months the second year, and 16.5 in the third year. Is this correct?

   A: Yes

3. Q: Is the "interim" performance report the same thing as the "annual" performance report?

   A: Yes. The reports you submit in Year 1 and 2 are "interim" while the report you submit 90 days after the end of the grant is the "final" report.

4. Q: EELIAS was promoted as an easy way for Program Officers to conduct data analyses and provide feedback to the Title VI community. When can we expect this information from the Department?

   A: Although the functionality needed to cull information and run reports is not yet incorporated into EELIAS, it is expected that this function will be available to Program Officers in the near future.

5. Q. Where does a FLAS-only program report?

   A. FLAS-only program will only report in the narrative section of the FLAS report. This report section is not yet available.

LOGIN AND PASSWORD:

6. Q: What do I do if my login and password do not work?

   A: Send an e-mail to tgething@nflc.org, vfrank@nflc.org and smathews@nflc.org telling them that your login and password do not work. Also, send a copy this message to your program officer so they are aware of the problem.

7. Q: I am a member of a consortium, but not the lead institution. I received a login and password separate from my lead institution, do I use this information to fill in my portion of the performance report?

   A: No, all information from a consortium must be a single submission for the NRC portion of the reporting. Please make sure that you do not put the consortial partners' portion of the budget under Contractual funds.

NARRATIVE:

8. Q: Where can I find the formatting instructions for the **ABSTRACT**, **PROJECT STATUS, PROJECT ADJUSTMENT** and **EXEMPLARY ACTIVITIES** sections?

   A: Formatting instructions for these sections are accessible by clicking on the help buttons displayed with these sections of the EELIAS system.

9. Q: How do I figure out the number of characters in the document I prepared for pasting in the narrative sections?

   A: If you are using Microsoft Word, go to the TOOLS tab then click on OPTIONS, you will then see a tab for SPELLING AND GRAMMAR. Click on the SPELLING AND GRAMMAR tab, and look for the checkbox for READABILITY STATISTICS -- make sure it this is checked then hit OK. When you conduct a SPELLING AND GRAMMAR check, it will show how many characters are in the document. This feature is also available on WordPerfect, however, we are unfamiliar with the procedure.

10. Q: Why won't my **ABSTRACT** save in the abstract section?

    A: Most of the abstracts submitted with the NRC applications were around 400 words or approximately 2,400 characters. The EELIAS system allows only 1,740 characters for the abstract. You will need to condense your abstract to less than or equal to 1,740 characters before the system will allow you to save.

11. Q: When I cut and paste my **PROJECT STATUS** from my word processor and then save the page, the text disappears. How can I make sure the system will save my work?

    A: Several grantees were having problems because EELIAS was initially set with a too low a text limit in project status. If you have counted the characters and are positive that you are under the 10,500 character limit, please contact the NFLC to ensure that the project status field parameters are set correctly.

12. Q: What is a **PROJECT ADJUSTMENT**?

    A: Project adjustments are changes from activities proposed in the NRC application. This is an attempt to capture information on why planned activities were not conducted as scheduled and why they were not conducted. Project adjustments should also include information on how grant monies were reprogrammed.

13. Q: If the *method* for accomplishing an activity is modified, but the project activity and the Title VI funds allocated for accomplishing the activity remain unchanged, do we need to document this in the **PROJECT ADJUSTMENT** section?

14. A: No. The project adjustment section includes changes to the project that require revisions to the timeline and the approved budget for the first year. An example of a project adjustment would be that instead of developing a course in year one, you postpone the development of the course to year two and carry the funds over for that specific activity to year two. A revised method (that you need not report) would be that a course is developed in the first year as planned, but NRC funds are used for professional development stipends rather than for release time.

15. Q: In deciding what activities are **EXEMPLARY ACTIVITIES**, who is the audience? Should we write this section for the Program Officers, the Department of Education or for Congress?

    A: There is no pecking order. The exemplary activity section is a way to demonstrate the strength and impact of your individual center. Collectively the exemplary activities will be used to demonstrate the impact of the NRC program. This information will also be used to demonstrate the need for continued financial support Title VI. Given this information, all of the audiences listed above are equally interested in what you have to report.

PROJECT DATA:

16. Q: For PD 3 **DEVELOPMENT OF INSTRUCTIONAL RESOURCES** do I include my NRC's newsletter and other publications about the NRC in this section?

    A: The instructional resources are just that -- instructional resources. The only items that should be included under this section are those items intended for use in the classroom. Newsletters and other publications should be listed under the Outreach section.

17. Q: Should we include instructional materials such as curriculum modules in **DEVELOPMENT OF INSTRUCTIONAL RESOURCES** and in **OUTREACH**?

    A: Yes. It is appropriate to include instructional products such as curriculum modules in both the Development of Instructional Resources and Outreach sections.

18. Q: If we conduct an **OUTREACH** activity on our campus and our faculty attends, should we include them in the number of attendees?

    A: No, you should not count any faculty whose bio you included in your application in your outreach totals.

19. Q: In the **OUTREACH** section do we report events scheduled for April-August?

    A: No, you only report activities that have occurred between August 15, 2000 and March 31, 2001. All reporting using EELIAS will record only completed events.

20. Q: In the **OUTREACH** section how do consortial partners indicate, which institution conducted the outreach event?

    A: In the "Activity" text box, begin your activity description by identifying which institution conducted the activity.

21. Q: In the **RESOURCE LEVERAGING** section we are asked for NRC, institutional, and other sources of funding for several categories how do we come up with these percentages?

    A: In each activity put in the percentage of funds contributed by the NRC, host institution and other for the total cost of conducting these activities. For example, if it costs $100,000 for "Language Instruction" and $10,000 came from the NRC and another $15,000 came from an independent foundation, the percentages would be 10% NRC, 75% Institutional, and 15% Other.

22. Q: In the **RESOURCE LEVERAGING** section is it allowable to have a 0% contribution in a category?

    A: Yes, it is acceptable and even expected that some of the activities will have 0% in one of the categories.

23. Q: In the **RESOURCE LEVERAGING** section when we report on faculty grants, who should we include in our faculty?

    A: You should include any faculty whose bio you included in your application.

24. Q: What is the appropriate way to report on grants received by faculty and students in **RESOURCE LEVERAGING**?

    A: For year 1 include any grants for which an award letter was issued between 8/15/00 and 3/31/01. For year 2 include any grants for which an award letter was issued between 4/1/01 and 3/31/02. For year 3 include any grants for which an award letter was issued between 4/1/02 and 8/14/03.

25. Q: In **RESOURCE LEVERAGING** if the grant is for multiple years, do we count it by year or all in the year it was initially awarded?

    A: You should count it by year. If a faculty member receives a 2 year grant for $50,000 ($30,000 in year 1 and $20,000 in year 2), you should count that as one grant in year 1 for $30,000 and one grant in year 2 for $20,000.

26. Q. Should you include student scholarships and fellowships (excluding FLAS) under **RESOURCE LEVERAGING**?

    A: Yes, if you have access or records of that information you should include it in the figures.

27. Q: For PD 12 and 13 **PARTICIPATION IN INTERNATIONAL EXCHANGES** do we report all travel to and from the NRC?

    A: No, you only include travel that was funded using NRC funds.

28. Q: At my institution we do not use NRC funds to pay for travel, does this mean that we put nothing in **PARTICIPATION IN INTERNATIONAL EXCHANGES**? How will this make our institution look?

    A: Yes, you would leave PD 12 and PD 13 <u>blank</u> if no NRC funds used. This will not reflect poorly on you institution. The Department of Education added this piece to comply with an Executive Order regarding international exchanges. This will have no effect on the Department's or the Program Officers' perceptions of your program

29. Q: Do we include FLAS travel funds under **PARTICIPATION IN INTERNATIONAL EXCHANGES?**

    A: No, that information should be contained in your FLAS report.

BUDGET:

30. Q: Shouldn't the **BUDGET** section come from the "Office of Sponsored Projects" or Research Service?

    A: The purpose of this budget is to provide your Program Officer with an idea of where your expenditures are going, and how much funding you have remaining. This is not considered an "official" budget and will not be used for to audit your program. All "official" budgets are obtained from the your institution's office of sponsored projects or other grant handling office on your campus.

31. Q: Should a consortium report on the **BUDGET** separately or together?

    A: A consortium should report a single budget. Please do not put any money in the "contractual" category. You should add all the money spent on Personnel for all members of the consortium and put that in the "Personnel" category. The same should be done for the remaining categories.

32. Q: If we upload our **BUDGET** as a spreadsheet, do we still have to fill out the budget data fields?

    A: Yes.